



Teacher Vacancy School Year 2013-2014

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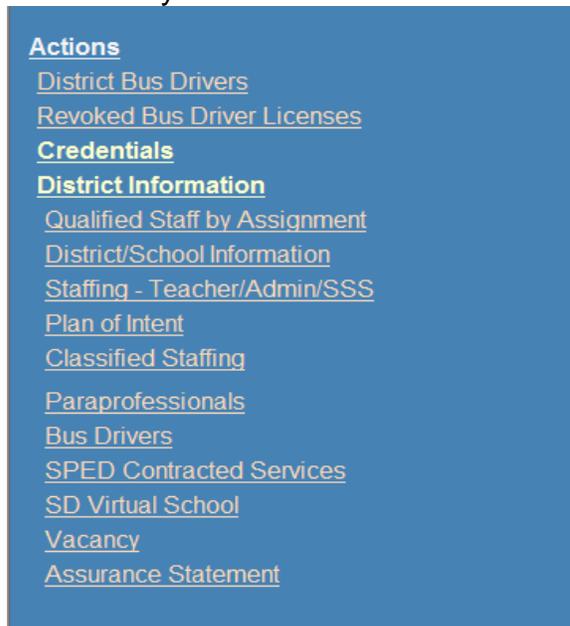
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Adding Teacher Vacancy Records

NOTE: All districts are required to access this menu, even if you have no data to report.

- **Open the PRF and Click on:**

- Actions
- District Information
- Vacancy



- You will see the following screen:

- Add the number of teaching positions (FTE) that were filled between school years 2012-2013 and 2013-2014.
- Identify if your district had any *teaching* vacancies when school started for the 13-14 school year. If you had any vacancies check Yes, and if you did not then check No.

- If No, click Save and you have completed the Teacher Vacancy Screen.
- If Yes, click the Add button.

[jns](#)

Teacher Vacancy Details

Position Category:
Choose

Vacancy Position:
Choose

Decisions made as a result of the vacant positions: FTE
Choose

Cancel Save

- Select the Position Category.

Position Category:

Choose

Choose

Elementary Positions

Middle School/Junior High Positions

High School Positions

School Service Specialist Positions

Administrative Positions

Special Education Positions

- Depending on the Position Category you choose, you will need to select the Vacancy Position.

Teacher Vacancy Details

Position Category:
Middle School/Junior High Positions

Vacancy Position:
Choose

Decisions made as a result of the vacant positions: FTE
Choose

Cancel Save

- If **Elementary** is selected you will have the following options:
 - Classroom Teacher
 - Computer Science
 - Health and Physical Education
 - Music

- If **Middle School/Junior High** Position is selected you will have the following options:
 - Art
 - Computer Science
 - English/Language Arts
 - Foreign Language
 - Health and Physical Education
 - Math
 - Music
 - Science
 - Social Science
 - Vocational Programs (Ag, Home Ec., Industrial Arts, Tech Ed., Business)

- If **High School** Position is selected you will have the following options:
 - Art
 - Computer Science
 - English/Language Arts
 - Foreign Language
 - Health and Physical Education
 - Math
 - Music
 - Science
 - Social Science
 - Vocational Programs (Ag, Home Ec., Industrial Arts, Tech Ed., Business)

- If **School Service Specialist** Position is selected you will have the following options:
 - Curriculum Director
 - School Counselor
 - Librarian/Media
 - Licensed Regular Education Social Worker
 - Regular Education Paraprofessional

- If **Administrative** Position is selected you will have the following options:
 - Business Manager
 - School Principal
 - Superintendent

- If **Special Education** Position is selected you will have the following options:
 - Adapted Physical Education Teachers
 - Audiologists
 - Brailist
 - Bus Driver
 - Early Childhood Special Education Teacher (ages 3-5)
 - Interpreters
 - Licensed Psychologist
 - Occupational Therapist
 - Orientation and Mobility Specialists
 - Other Occupational Technician
 - Other Support Staff in Special Education
 - Physical Therapist
 - Psychiatrist
 - Psychological Examiner
 - Rehabilitation Counselor
 - School Psychologist
 - Special Education Bus Drivers not required to have a CDL
 - Special Education Counselors
 - Special Education Department Manager
 - Special Education Director
 - Special Education Elementary
 - Special Education High School
 - Special Education Middle School / Junior High
 - Special Education Non Professional Staff
 - SPED Paras (3-5)
 - SPED Paras (6-21)
 - Special Education Recreation and Therapeutic Recreation Specialist
 - Special Education School Nurse
 - Special Education Social Worker
 - Special Education Specialized Food Service Worker
 - Special Education Work Study Coordinators (Job Coaches)
 - Speech and Language Pathologist (ages 3-5)
 - Speech and Language Pathologist (ages 6-12)

- Select the decision you made as a result of the vacant position.

Teacher Vacancy Details

Position Category:
Middle School/Junior High Positions

Vacancy Position:
Choose

Decisions made as a result of the vacant positions: FTE
Choose

Cancel Save

Decisions made as a result of the vacant positions:

Choose

- Choose
- Hired a Non-Certified Educator
- Course/Program Eliminated
- Contracting with another School
- Increase Class Size
- Utilize Delivery Method of Distance Learning
- Hired a Certified Teacher after School Started
- Position is still Vacant
- Give Additional Duties to Existing Staff
- Other (please identify)

- Add the FTE for the Position that is vacant.

Teacher Vacancy Details

Position Category:
Middle School/Junior High Positions

Vacancy Position:
Choose

Decisions made as a result of the vacant positions: FTE
Choose

Cancel Save

The Total FTE Counts for staff categories must be reported to the nearest hundredth. Count part-time staff in terms of full-time equivalency. If, for example, a position is filled by two part-time persons, each working one half day, count each as 0.50.

NOTE: A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 6 hours per day as a math teacher and 2 hours per day as a history teacher should be counted 0.75 for the math position and 0.25 for history.

- Click on "Save". Continue the above steps to add the next vacant position record.

Vacancy

How many teaching positions(FTE) were required to be filled between school years 2012-2013 and 2013-2014?

Did your district have any teaching position vacancies at the beginning of the 2013-2014 school year? Yes No

Details/Edit/Delete	Category	Position	FTE	Option
	Middle School/Junior High Positions	Math	1.00	Increase Class Size

1 Record(s) Total FTE: 1.00

Printing a Report

- To print a report click on the Print button.

Teacher Vacancy

How many teaching positions (FTE) were required to be filled between school years 2008-2009 and 2009-2010?

Did your district have any teaching position vacancies at the beginning of the 2009-2010 school year? Yes No

Category	Position	FTE	Option
Middle School/Junior High Positions	Math	1.00	Increase Class Size

Total FTE: 1.00

- Below is an example of the report.

Teacher Vacancy Data Summary of Data Received					
88008 Apple Blossom School District 88-8					
How many teaching positions (FTE) were required to be filled between school years 2008-2009 and School Year 2009-2010?					0.00
Did your district have any teaching position vacancies at the beginning of the School Year 2009-2010 school year?					Y
		Decisions made as a result of the vacant positions			
		Contracting with another School	Course/Program Eliminated	Give Additional Duties to Existing Staff	Hired a Certified Teacher after School Started
<i>Administrative Positions</i>	Business Manager	0.00	0.00	0.00	0.00
	School Principal	0.00	0.00	0.00	0.00
	Superintendent	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00
<i>Elementary Positions</i>	Classroom Teacher	0.00	0.00	0.00	0.00
	Computer Science	0.00	0.00	0.00	0.00
	Health and Physical Education	0.00	0.00	0.00	0.00
	Music	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00
<i>High School Positions</i>	Art	0.00	0.00	0.00	0.00
	Computer Science	0.00	0.00	0.00	0.00
	English/Language Arts	0.00	0.00	0.00	0.00
	Foreign Language	0.00	0.00	0.00	0.00
	Health and Physical Education	0.00	0.00	0.00	0.00
	Math	0.00	0.00	0.00	0.00
	Music	0.00	0.00	0.00	0.00